

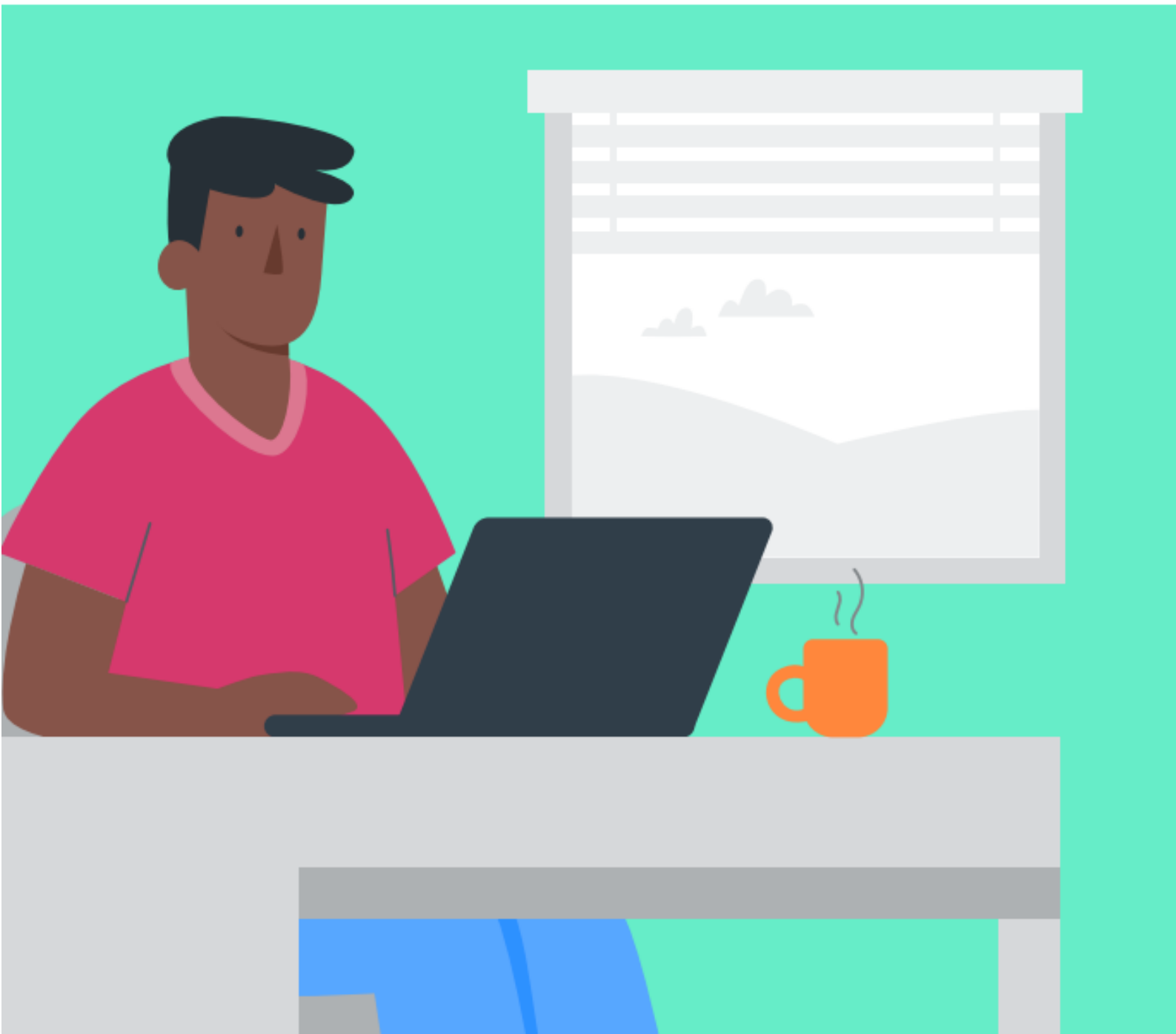


British Heart
Foundation

Recruitment Pack

Patient Reviewer Role

Healthcare Innovation Fund



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Hello!

Thank you for your interest in getting involved with British Heart Foundation (BHF) to support the Healthcare Innovation Fund as a Patient Reviewer.

It is my privilege to lead the Medical Team for one of the UK's largest charities and the nation's leading independent funder of heart and circulatory disease research.



BHF is strong, highly effective and well respected nationally and internationally. Our work has helped save countless lives – in the UK and beyond – and enhances the lives of many more. We do this primarily by funding high quality and impactful research across the full spectrum of heart and circulatory conditions.

Our Healthcare Innovation Fund (HIF) Committee advises on which healthcare innovation projects are awarded funding from BHF. As a Patient Reviewer for the Healthcare Innovation Fund, you will play an important role in ensuring that funding decisions are informed by those affected by heart and circulatory conditions.

It's an incredibly exciting time to get involved in shaping our work. We are more ambitious and determined than ever – because the cures and treatments we need are in sight. You could be part of getting us there sooner and we thank you for your interest.

So, if you are interested in getting involved and you share our determination to fund the best and most impactful research, then we would be delighted to hear from you!

Professor Bryan Williams

BHF Chief Scientific and Medical Officer

1. Background

British Heart Foundation (BHF) is the largest funder of cardiovascular research in the UK with a current active research portfolio of over £450 million and an ambition to fund over £100 million of new research every year.

Funding pioneering research is at the heart of what we do. It is our core mission. It drives every breakthrough we've made, and every advance we will make in the future. It spans everything from prevention to transformational treatments, and **innovative new services**.

How we're innovating healthcare

As part of our extensive research funding portfolio, BHF invests millions of pounds into programmes to ensure that innovative new ways of delivering patient care are adopted across the UK.

We support healthcare innovation in different ways, including funding wider programmes of work, managing specific projects that address unmet needs and funding innovative projects through the **Healthcare Innovation Fund**.

Established in 2023, the 'Healthcare Innovation Fund' aims to support the implementation of research findings into practice, and to test new and innovative ways to deliver patient care for those living with or at risk of heart and circulatory conditions. Health Innovation is about *improving delivery of services* for patients with cardiovascular conditions and can include prevention as well as treatment.

To find out more about our Healthcare Innovation programmes at BHF, please visit [Innovation in care | BHF - BHF](#)

Remit of the Healthcare Innovation Fund Committee

Established in 2023, the Healthcare Innovation Fund (HIF) Committee is responsible for reviewing and assessing applications submitted to the HIF and to advise BHF on the outcome (i.e. whether the project should be funded).

The Committee meets twice per year to assess the applications, and Committee recommendations are considered by BHF's Chief Scientific and Medical Officer in discussion with the HIF Committee Chair, to determine the final decision.

The Committee is made up of approximately 15 members, including clinical experts in Cardiovascular conditions (e.g., medical, nursing, allied health professionals), experts in health service innovation and digital health.

As well as the members listed above, it is important to ensure that Committee recommendations are informed by those affected by heart and circulatory conditions. We are therefore looking to recruit up to 15 'Patient Reviewers' to provide a patient/carer perspective on applications submitted to the fund.

In addition, *up to three* Patient Reviewers from this group will be appointed to the HIF Committee, to attend Committee meetings (where final recommendations are

determined) and represent the collective views of the Patient Reviewers. See [Section 3](#), for more information regarding these roles.

2. Why your involvement matters

The [BHF Strategy to 2030](#) demonstrates BHF's strong commitment to involving people affected by heart and circulatory conditions across all areas of our work. This includes opportunities for patients and the public to be involved in shaping our Health Innovation programmes.

By getting involved in the work of BHF as a patient, carer or family member, you will help ensure that BHF invests in innovative projects that will improve the delivery of services for people affected by or at risk of heart and circulatory conditions.



Zena Forster
BHF Patient
Advisory Group
member

" I got involved with Patient & Public Involvement at BHF to give a voice to heart patients, to be part of such an amazing charity and to find my confidence and usefulness again following my heart attack.

The experience has been brilliant. Being able to influence researchers at such an early stage by commenting on their research ideas, has ensured that patients are at the forefront of new developments. It has been awesome to be part of such an inspirational team. I have felt incredibly valued which has helped build my confidence as well as my knowledge of research."

3. Introduction to the Patient Reviewer role

Purpose:

By involving Patient Reviewers in the Healthcare Innovation Fund, BHF ensures that people affected by heart and circulatory conditions can inform the funding recommendations made by the Healthcare Innovation Fund Committee.

Patient Reviewers will specifically provide written feedback on HIF applications and advise the HIF Committee on (including but not limited to):

- The quality of Plain Language Summaries
- The importance of the project to people affected by heart and circulatory conditions
- The commitment to/quality of patient and public involvement (PPI), both in the development of the application and proposed plans for ongoing involvement
- Any barriers to people with heart and circulatory conditions in the project delivery

In addition, up to three Patient Reviewers will be appointed as members of the HIF Committee. These 'HIF Committee representatives' are part of the wider group of

Patient Reviewers and are responsible for attending and representing the collective views of the Patient Reviewers at Committee meetings.

Role:

The Patient Reviewer role is **home based**. Twice per year, you will be emailed a **maximum of 5** HIF applications to review and score, over a 4-week review period. *Each application* will be assessed by Peer Reviewers (i.e., professionals working in the relevant field), HIF Committee members, and 3 Patient Reviewers. We will try as far as possible to match applications to your experience of heart and circulatory condition(s).

Once you have emailed your completed reviews to the PPI Team, your comments and scores will help us to decide which applications are shortlisted for further discussion (at the HIF Committee meeting), and then recommended for funding.

Prior to the HIF Committee meeting, a summary of the key feedback points will be shared with the applicant, who will have the opportunity to submit a response (known as 'rebuttal'). Example responses may include agreeing to make amendments to the application and/or responding to the reviewers' comments with further explanation.

As a Patient Reviewer, you will:

- Review and score your allocated applications using the 'Patient Reviewer Form' provided, within the 4-week review period.
- Take responsibility to seek further information and guidance from the Patient & Public Involvement Team, as required.
- Respond in a timely manner to all relevant email communications.
- Provide ongoing feedback to help further develop and refine BHF's approach to involving patients and the public in the assessment of the research we fund.

If you are one of the **Patient Reviewers appointed to the HIF Committee ('HIF Committee representative')** you will *also*:

- Summarise and collate the *key points* from the Patient Reviews by completing the required feedback form, to be shared with applicants.
- Review applicant responses to feedback ('rebuttals')
- Prepare in advance for HIF Committee meetings (e.g., familiarise yourself with key points from the Patient Reviews, and whether applicants have been sufficiently receptive to feedback)
- Attend and contribute to HIF Committee meetings by representing the collective views of the Patient Reviewers and responding to queries from other Committee members.

Membership:

BHF are seeking to recruit **up to 15 Patient Reviewers** (including 3 HIF Committee representatives). All members will have a **personal experience of a [heart or circulatory condition\(s\)](#)**, either as a patient, carer and/or family member.

Appointments to the Patient Reviewer role will be for a period of **1 year in the first instance** (with the opportunity to be extended for 1 year if further funding rounds are announced).

Time Commitment:

Patient Reviewers will be asked to take part in two funding rounds for the Healthcare Innovation Fund. The expected review periods (when you will be asked to review and submit your feedback) will open in June and November 2024. As this is a home-based role, you may complete your reviews *any time* that suits you within the 4-week review period.

If you are appointed as a HIF Committee Representative, you will also be required to attend the HIF Committee meetings (23rd August 2024 and 10th February 2025). This will be a full day meeting held online (via Microsoft Teams).

Training and support:

As a Patient Reviewer for the HIF, you will be supported throughout your membership by BHF's Patient and Public Involvement Team and Healthcare Innovation Team, including the following key contacts:

- Patient and Public Involvement Manager – Research and Innovation, Liane Hazell
- Patient and Public Involvement Officer, Lisa Bates
- Healthcare Innovation Programme Managers, Iain Armstrong & Andrew Leatherland

All Patient Reviewers will be required to attend a virtual '**Induction Session**', to introduce you to the role and equip you with the knowledge required. This is currently scheduled to take place from 13:00 – 16:00pm on **Wednesday 12th June 2024** (online via Microsoft Teams).

Remuneration:

An honorarium (payment for your time) will be offered for this role, in line with our [PPI Payment Policy](#)

Confidentiality:

Discussion and any materials shared with Patient Reviewers should be kept **strictly confidential**.

4. About you

BHF are seeking **enthusiastic and motivated patients, carers and family members** interested in becoming a Patient Reviewer for the HIF.

To be eligible to apply for this opportunity, you *must* have a personal experience of a [heart or circulatory condition\(s\)](#) either as a patient, carer or family member.



As a Patient Reviewer, you will:

- Be enthusiastic about healthcare innovation, and be willing to familiarise yourself with medical and research language (*additional training and support will be provided*)
- Be able to read and absorb information, and be confident in seeking further information and clarity where needed

- Have the ability to present your views in written form
- Be IT literate (e.g., applications and review forms will be sent via email)

It is *desirable* that *some* Patient Reviewers have:

- Links to others affected by heart and circulatory conditions e.g., through support groups, charities, PPI roles, family or friends (ability to represent views beyond your own experience)

If you are a Patient Reviewer appointed as a HIF Committee Representative, you will *also*:

- Be confident in attending and contributing to high-level meetings, to ensure that the views of the Patient Reviewers are represented
- Be confident in voicing your opinions clearly and be able to participate constructively and objectively in high-level meetings (e.g., alongside scientific and medical experts), whilst listening to and respecting differing opinions
- Be able to read and absorb information, and be able to summarise clearly and concisely

5. How to apply

If you would like to apply for this role, please complete the following expression of interest form via <https://forms.office.com/e/Zd79HBbV29> which should be submitted no later than midnight on **Tuesday 7th May.**

Please note that in addition to applying for the Patient Reviewer role, you may indicate on the application form whether you would like to be considered for appointment as a 'HIF Committee Representative' (see [Section 3](#)).

Following the application deadline, those who are shortlisted will be contacted to arrange an **informal interview** (currently scheduled to take place on 29th, 30th and 31st May) to discuss the role further. Please note that we will let you know the outcome of your application whether you are shortlisted or not.

Equal opportunities:

BHF understands the importance of diversity and inclusivity and is committed to increasing diversity across our PPI opportunities. We encourage applications from all backgrounds and would particularly like to support increased representation from ethnic minorities, as well as young people – where we are currently underrepresented. For more information about BHF's commitment to Equality, Diversity and Inclusion please visit [Equality, Diversity and Inclusion \(EDI\) Strategy](#)

Contact us:

If you have any questions relating to the role, would like an informal chat to find out more, or require any reasonable adjustments to complete your application - please don't hesitate to get in touch with Lisa Bates (Patient & Public Involvement Officer) via heartvoices@bhf.org.uk

Join our Heart Voices Network:

BHF Heart Voices network - our Patient and Public Involvement (PPI) community, currently has over 1400 members who help to shape the work of BHF. To find out more and/or sign up to receive further involvement opportunities, please visit [Heart Voices | British Heart Foundation](#)



Vipani Maini
BHF Patient
representative

“The medical staff at BHF were incredibly supportive during my illness and made a huge difference in my recovery. I wanted to find a way of giving something back and jumped at the chance to get involved as a patient representative!

I wasn’t sure what to expect or if I was going to be of any use, but I was welcomed so warmly, and always made to feel at ease.

I met so many wonderful people within the BHF community and made a lot of new friends too! It was an amazing experience, and through taking part I was able to help other people just by sharing my experiences.”